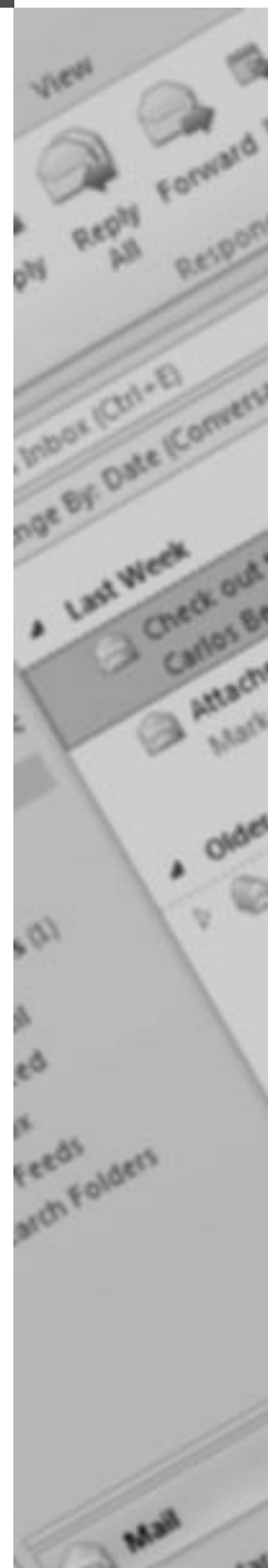


Microsoft®  
**Outlook® 2010**

**ISG**

## **Microsoft Outlook 2010 - Level 1: Instructor Setup Guide**

- **General Hardware Requirements**
- **Software Setup Notes**
- **Classroom Data**
- **Courseware Timing**





## 1.1 General Hardware Requirements

### ■ Workstation

<i>COMPONENT</i>	<i>DESCRIPTION</i>
<b>Operating system</b>	Windows XP with Service Pack (SP) 3 (32-bit operating system only) or Windows Vista with SP1, Windows 7, Windows Server 2003 R2 with MSXML 6.0, Windows Server 2008, or later 32 or 64 bit.
<b>Processor</b>	500 MHz processor; 1 GHz required for Outlook with Business Contact Manager
<b>Disk space</b>	3.5 gigabyte (GB)
<b>Memory</b>	256 MB RAM; 512 MB recommended for graphics features, Outlook Instant Search, and other advanced functionality
<b>Display</b>	1024x768 or higher resolution

### ■ Server

<i>COMPONENT</i>	<i>DESCRIPTION</i>
<b>Operating system and server software</b>	Windows Server 2008, Exchange Server 2010
<b>Processor</b>	Minimum: 1GHz (x86 processor) or 1.4GHz (x64 processor) Recommended: 2GHz or faster
<b>Disk space</b>	Minimum: 10GB. Recommended: 40GB or greater
<b>Memory</b>	Minimum: 512MB RAM Recommended: 4GB RAM or greater to run all server software listed
<b>Display</b>	800x600 or higher resolution

## 1.2 Software Setup Notes

### ■ Workstation

This course was created using Windows 7 Professional as the operating system. Other operating systems described above may be used; however, the screen captures within the course may not appear the same in terms of the user-interface. This should not impact the flow of the course.

This course was created with a complete installation of Office Professional Plus 2010. If desired, you may save disk space by installing only the more common applications, such as: Word, Excel, Outlook, PowerPoint, and Access.

The workstation should be configured with a printer driver to accommodate **Chapter 8: Printing Outlook Items**.

The workstation should be configured to connect to the Internet to accommodate: **Exercise – Using the Help System**.

## ■ Servers

This course was created using a dedicated server running Windows Server 2008 with an active directory. Exchange 2010, and SharePoint Server 2010 were also installed as member servers, although the SharePoint system is not referenced during this class.

To accommodate a classroom setting, setup generic user accounts, for example, User01 to User10. An “Instructor” account may be beneficial as well, although it is not referenced specifically in the course.

A Global Distribution List called “Accounting Department” should be created and added to the Global Address List. This distribution list is used in the **Chapter 2 Review Exercise**.

A Resource account called “Conference Room A” should be created and configured. The resource is used in the exercises in section **7.1 Planning, Requesting, and Scheduling Meetings**.

## 1.3 Classroom Data

Run the class data archive **C101en\_data.exe** for this course to install the class data to the **C:\C101en\_data** folder. The table below indicates the classroom data files that are included in the archive, as well as the section in which the file is first opened for use.

<b>FOLDER/DATA FILE</b>	<b>FILE TYPE</b>	<b>USED IN</b>
<b>Chapter 2 /SALES</b>	<b>.xlsx</b>	Section <b>2.1 Creating and Sending Messages</b> in the exercise <b>Entering Message Text, Attaching a File to a Message, and Sending a Message</b> .
<b>Chapter 2 /TRAINING</b>	<b>.xlsx</b>	Chapter 2: <b>Review Exercise</b>
<b>Chapter 3 /CONTACTS</b>	<b>.xls</b>	Section <b>3.1 Managing Contacts</b> in the exercise <b>Working with Contacts</b> .
<b>Chapter 4 /Messages 4</b>	<b>.msg</b>	This folder contains 11 message files for used in section <b>4.2 Organizing, Sorting, and Finding Messages</b> in the exercise <b>Organizing Messages</b> .
<b>Chapter 4 /Messages 4b</b>	<b>.msg</b>	This folder contains 11 message files for used in chapter 4: <b>Review Exercise</b>
<b>Chapter 4 /CONTACTS</b>	<b>.xls</b>	Used only if Chapter 3 (Working with Contacts) was not completed. Use this file to import contacts.
<b>Chapter 8 /CONTACTS</b>	<b>.xls</b>	Section <b>8.2 Printing Schedules and Contact Lists</b> in the exercise <b>Printing Contact Lists</b> .

The **C:\C101en\_data** folder may be deleted after the class.

## 1.4 Courseware Timing

The following table lists an estimated amount of time to be allocated per chapter and section based on a seven-hour training session. Time required for pre-class introductions or greetings has not been included. Please note that these are estimates only and that other variables may dictate the amount of time you spend on each chapter and section.

<b>CHAPTER/LAB EXERCISE</b>	<b>ESTIMATED TIME</b>
<b>Understanding the Outlook Environment</b>	<b>60 min</b>
1.1 Outlook Concepts	5 min
1.2 Getting Started	10 min
1.3 Working in Outlook	10 min
1.4 Creating and Customizing Notes	5 min
1.5 Working with RSS Feeds	10 min
1.6 Using Outlook Help	10 min
Review Exercise	10 min
<b>Communicating with E-mail Messages</b>	<b>45 min</b>
2.1 Creating and Sending Messages	20 min
2.2 Replying to, Forwarding, and Deleting Messages	15 min
Review Exercise	10 min
<b>Working with Contacts</b>	<b>45 min</b>
3.1 Managing Contacts	25 min
3.2 Tracking Communications in the Journal	10 min
Review Exercise	10 min
<b>Managing Messages</b>	<b>55 min</b>
4.1 Creating Contact Groups	15 min
4.2 Organizing, Sorting, and Finding Messages	15 min
4.3 Managing Junk E-mail	10 min
Review Exercise	15 min
<b>Managing Tasks</b>	<b>50 min</b>
5.1 Creating, Editing, and Deleting Tasks	20 min
5.2 Organizing and Tracking Tasks	20 min
Review Exercise	10 min

<b>Scheduling and Managing Appointments</b>	<b>50 min</b>
6.1 Scheduling Appointments	20 min
6.2 Managing Appointments	20 min
6.3 Calendar Options	10 min
Review Exercise	15 min
<b>Scheduling Meetings</b>	<b>50 min</b>
7.1 Planning, Requesting, and Scheduling Meetings	20 min
7.2 Rescheduling and Cancelling Meetings	15 min
Review Exercise	15 min
<b>Printing Outlook Items</b>	<b>50 min</b>
8.1 Selecting Print Styles and Printing Messages	15 min
8.2 Printing Schedules and Contact Lists	25 min
Review Exercise	10 min